



Record of the Journey
Documentation of Portfolio
Results

Module 1

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Module 1

Preparing for the Journey by Taking Care of the Service Coordinator

Record of the Journey

Documentation of Portfolio Results

Name of participant _____

Program affiliation (including district) _____

Address _____

Phone number (with area code) _____ E-mail address _____

Signature(s), affiliation, address, phone number, and e-mail address of person(s) documenting results:

Date completed and approved _____

Module 1

Preparing for the Journey by Taking Care of the Service Coordinator

Record of the Journey

Documentation of Portfolio Results

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
1.1 Welcome Read and file <i>Welcome to Early Intervention Service Coordination in Tennessee</i> handout in portfolio.	Learner review of written materials, and handout filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.2 Star Ice Breaker Complete <i>Share What You Do Well</i> , discuss with trainer, and place in portfolio.	Participation in training, handout completed and filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.3 The Guiding Principle of TEIS, The Mission, & Accomplishing the Mission	Learner review of written materials, and handout filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/>

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
Review and file <i>The Guiding Principle of TEIS, The Mission Statement of TEIS, & Accomplishing the Mission</i> handout in portfolio.				<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.4 What Is Early Intervention Participate in discussion during training, read <i>What is Early Intervention</i> (full article) independently, and place article in portfolio.	Learner review of written materials, participation in training, and handout filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.5 Costs and Benefits of Early Intervention Participate in discussion during training, read <i>Costs and Benefits of Early Intervention</i> (full article)	Learner review of written materials, participation in training, and handout filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
independently, and place article in portfolio.				<hr/> <hr/> <hr/>
1.6 The Fundamentals of Service Coordination (1) Complete the first half of worksheet 1.6a <i>Definition and Responsibilities of Early Intervention Service Coordination</i> . (2) View PowerPoint <i>Fundamentals of Service Coordination</i> (3) Complete the second half of worksheet 1.6a <i>Definition and Responsibilities of Early Intervention Service Coordination</i> .	Participation in training and the written exercise below: Following the PowerPoint, the learner will be able to write a definition of service coordination that approximates the definition from IDEA. The learner will be able to list at least four of the seven activities or responsibilities of service coordination. Worksheet will be completed and filed in portfolio.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.7 Getting Organized and	Learner review of materials and			<hr/> <hr/>

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
<p>Staying Safe</p> <p>View PowerPoint <i>Getting Organized and Staying Safe</i> and participate in discussion with trainer as directed.</p>	<p>participation in training as directed.</p>			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>1.8 The Voice of Experience</p> <p>Locate the experienced service coordinators who are available in the office. Ask them to tell you one safety tip, one tip for getting organized, and one tip for managing stress. Reward them with a Hershey's Kiss. Place list in portfolio.</p>	<p>Evidenced by participation in training, listing of tips provided by experienced coordinators, and review of related PowerPoint presentations (1.9 and 1.11). Mini-interviews with coordinators completed, and list filed in portfolio.</p>			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>1.9 Battling Burnout</p> <p>View PowerPoint <i>Battling Burnout</i> and participate in</p>	<p>This will be evidenced through participation in training.</p>			<hr/> <hr/> <hr/> <hr/>

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
discussion with trainer.				
1.10 Life Stress Test Complete the test following the written instructions.	Test completed. Inclusion in portfolio is voluntary.			
1.11 Coping with Stress View PowerPoint <i>Coping with Stress</i> and participate in discussion with trainer.	Evidenced by participation in training.			
1.12 A Little Relief Can Go a Long Way Participate in review of information on worksheet 1.12 <i>A Little Relief Can Go a Long Way</i> and the progressive muscle relaxation activity with trainer.	Participation in activity and completion of list of techniques to be used to relieve the symptoms of stress. List filed in portfolio.			
1.13 Service	Completion.			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
Coordinator Anti-Stress Diet Listen to or read <i>Service Coordinator Anti-Stress Diet</i>				<hr/> <hr/> <hr/> <hr/> <hr/>
1.14 You Can Make a Difference in Our Lives View PowerPoint <i>You Can Make a Difference in Our Lives</i> by Janice Fialka and participate in discussion with trainer.	Demonstrates understanding by participation in training, and puts into practice an approach consistent with <i>The Guiding Principle of TEIS</i> when carrying out the activities of service coordination.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Additional comments
